

Solicitation Number: 05-0002-12
Support Service for the Office of Naval Research for the Comptroller's Office (08)

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of The Office of Naval Research (ONR) Multiple Award Contracts (MATOC) for support services under CLIN 0002 – Business and Financial Support Service, are due by 2:00 PM (Local Time), Friday 23 September 2005.

1.0 Background

The Comptroller's Office is responsible for budgeting, accounting, and managerial and fiduciary reporting for the Department of the Navy (DON) Science and Technology (S&T) Program and other funding directly controlled by ONR. The Comptroller's Office also has broad responsibilities for budgeting, reporting, and analysis for the Department of the Navy Research, Development, Test, and Evaluation (DON RDT&E) appropriation. In executing these responsibilities, the Comptroller's Office designs, develops, implements, and reviews accounting and budgeting systems for ONR. The purpose of this acquisition is to provide the ONR Comptroller's Office with Information Technology (IT) support services.

2.0 Statement of Work

2.1 Objective

This solicitation seeks proposals to provide additional support to supplement services provided to the ONR Comptroller's office under an existing MATOC delivery order (N00014-04-D-0511 Delivery Order 0001). That support includes information management, programming support for all phases of the RDT&E Navy budget formulation and execution process, and website and system design, development, documentation, and maintenance. It includes the design, development, maintenance and support of various software and web-based (intranet/internet) applications and databases in support of ONR business and financial management initiatives and objectives. It involves providing electronic data interchange support services between ONR management information systems and various Navy/DoD budget, accounting, and allocation systems.

2.2 Scope

The contractor shall provide supplemental IT support to the ONR Comptroller's office by providing qualified personnel to perform, in conjunction with existing IT contractors, the following tasks:

- IT Program Support
- Data Base Management and Software Support
- Electronic Data Interchange Support
- IT Support
- Training Support
- IT System Documentation Support

2.3 Technical Tasks/Requirements

The contractor shall provide the level of effort necessary and reasonable to support the following tasks:

2.3.1 IT Program Support. The contractor shall provide support to the ONR Comptroller in the automation of budget and financial management reporting requirements. Automated systems developed by the contractor shall be designed in such a way that government personnel will be able to independently operate the systems with a reasonable amount of training and limited contractor involvement. The contractor's effort shall support the software design and development of various budget exhibits and other financial management reports. Development of reports requires importing and integrating external data files with ONR data bases and producing output reports to ONR management specifications.

The contractor's efforts shall involve the Budget Allocation System (BAS), Integrated Naval Research Information System (INRIS), the Naval Research Information System (NAVRIS), and the Science and Technology Allocation System (STAS), which are unique to ONR. External systems from which electronic data files are imported and used in the ONR financial reports include:

- Standard Accounting and Reporting System (STARS)
- Program Budget Allocation System (PBAS)
- Program Budget Information System (PBIS)
- DON Industrial Budget Information System (DONIBIS)

Examples of IT support currently provided include:

- Maintenance of R-2/R-2a Budget Justification Website
- Maintenance of ONR Apportionment Budget Website and Execution Reports
- Program Budget Decisions (PBD) Adjustments
- Development of Small Business Innovation Research (SBIR) Tax
- Data input for DD Form 1414 and DD Form 1416 Reporting
- Maintenance of Science and Technology (S&T) Execution Status Report
- Data input and website maintenance for RDT&E,N Funds to Navy Working Capital Fund Activities Report
- Data input for RDT&E,N Funds to Non-Navy Working Capital Fund Activities Report
- Data input for Budget Object Classification Reporting
- Maintenance of ONR Comptroller Website Development
- Ad Hoc Graphics and Financial Management Reports as required by the ONR Comptroller
- Data input and website maintenance for National Science Foundation Survey Reports for RDT&E,N and Missile Defense Agency
- Website maintenance for Maximum Reprogramming Limitation (MRL) Report

2.3.2 Data Base Management and Software Support. The contractor shall provide support to existing ONR Comptroller Automated Information Systems that include:

- Data base management and maintenance, including reports on satisfactory testing and maintenance of systems data bases.
- Software programming to implement enhancements, including new or modified software applications, and reports on satisfactory testing and implementation for all systems enhancements.

2.3.3 Electronic Data Interchange Support. The contractor shall provide support and expertise in electronic data transmission to facilitate the exchange of data between the ONR Comptroller's Office and external sources. The contractor shall provide data exchange methodologies necessary to accomplish receipt and incorporation of external data files into the ONR Comptroller's financial reports and the means necessary to expedite the electronic dissemination of ONR data to external sources.

2.3.4 IT Support. The contractor shall provide support to assist the ONR Comptroller's Office in the identification of problems and emerging information requirements; correlation of this information with existing system capabilities; development of alternative strategies; and implementation of approved changes within the scope of the level of effort prescribed under this acquisition. The services shall include:

- Attending the ONR Comptroller IT meetings to provide IT technical support and advice.
- Identifying and documenting IT problems during the Navy budget cycles that impact existing hardware and software.
- Developing alternative IT strategies.
- Implementing approved IT changes within timeframe agreed upon by the ONR Comptroller.
- Ensuring requirements/development is fully compliant with Section 508 of the Rehabilitation Act.
- Working effectively and efficiently with Code 06 in the development of NAVRIS reports and developing the STARS data extract needed to accommodate the requirements of the command.

2.3.5 Training Support. The contractor shall provide IT training to designated ONR Comptroller personnel on unique, internal financial management information systems and other systems or software applications as developed or modified by the contractor. The contractor shall provide a full range of individualized training on the unique features of ONR financial management information systems from start up through proper exist of the system.

2.3.6 IT System Documentation Support. The contractor should provide documentation, and users guides, where appropriate, for all websites, databases, and systems developed.

2.4 Reports Data and Other Deliverables

2.4.1 Progress and Management Report. The contractor will maintain a Plan of Action and Milestones (POA&M). The POA&M will detail work in process, points of contact(s) (POCS), completion dates, and percentage completed. Maintenance, format, and data content of the POA&M will be reviewed and accepted by the ONR Comptroller. The POA&M will be presented by the contractor to the ONR Comptroller on a monthly basis (or as requested by the ONR Comptroller or his/her designated representative) and weekly to the IT Working Group.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 Senior Programmer or Equivalent. The proposed individual should have at least a Bachelor's degree from an accredited college or university and four (4) years of experience in IT support. The candidate should have excellent skills in data base management, software management, and website development and maintenance. It would be desirable if the candidate is familiar with Oracle/Oracle Financials, Sql Server, Visual Basic, and Crystal Reports.

3.1.3 Programmer or Junior Programmer or Equivalent (Option). The proposed individual should have at least a Bachelor's degree from an accredited college or university. If the degree is in the field of Information Technology, the Programmer should have at least one (1) year of experience in IT. If the candidate does not have a degree in IT, the Programmer should have at least two (2) years of experience in IT and the Junior Programmer should have at least one (1) year of experience in IT. The candidate should have excellent skills in data base management and software management. This optional position is included to allow for additional growth in IT support as the workload in ONR Code 08 increases and the demands for IT support increase accordingly.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a five (5) month base period and four twelve month option periods have been defined.

3.2.2 Base Period. The base period of performance will be from the effective date of the Order through 08 March 2006. The level of effort anticipated for this period is approximately one (1) man-year at an average rate of approximately 167 hours per month. If the option is exercised, the level of effort anticipated during the base period would be approximately two (2) man-years at an average rate of approximately 334 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Base Year	Base Year Option
Senior Programmer	835	0
Programmer/Junior Programmer (Option)	0	835
Total Hours	835	835

NOTE: 2,000 hours is equivalent to one (1) man-year.

3.2.3 Option Years I through IV. The period of performance for each option period will be from the effective date of option exercise through twelve (12) months thereafter. The level of effort anticipated for this period is approximately one (1) man-year at an average rate of approximately 167 hours per month. If the option is exercised, the level of effort anticipated during the base period would be approximately two (2) man-years at an

average rate of approximately 334 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Each Option Year	Option Year Option
Senior Programmer	2,000	0
Programmer/Junior Programmer (Option)	0	2,000
Total Hours	2,000	2,000

NOTE: 2,000 hours is equivalent to one (1) man-year.

3.2.4 The above labor category and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type. The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance. The period of performance for the base period shall be from the effective date of Order through five (5) months thereafter. The period of performance for each Option Period will be from the effective date of option exercise through twelve (12) months thereafter. The period of performance for the base and option year options shall run concurrently with the applicable Contract Line Item Number (CLIN).

4.3 Other Direct Costs (ODCs). ODCs (including travel, supplies, etc.) is not required to support this Statement of Work.

4.4 Place of Performance. Work will be performed at the Office of Naval Research located in Arlington, Virginia.

4.5 Government Furnished Resources (GFR). The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR). Parking facilities are not provided; however, several private (pay) parking facilities are located in the area. The ONR facility is within walking distance of the Ballston Metro Station. Monthly parking fees or any other type of transportation expenses (metro fare cards) for proposed personnel to commute to and from the place of performance should not be charged to the Order.

4.5.2 Information. All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. COR will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation. All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment. With the exception to the basic facility items noted Subsection 4.5.1 and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI by 31 May 2006. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

4.6 Subcontracts/Consultants. Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements

a) Clearance Requirements. The contract will not have access to, and will not be required to receive, generate, and store information of a classified matter. However, the contractor is required to safeguard information labeled as proprietary.

b) Privacy Act. All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

(a) The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets. The contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The contractor agrees to indoctrinate company

personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

(b) The contractor agrees that, during performance of the contract resulting from this Order solicitation and for a period of two years after the completion of its performance of the contract, the contractor, any affiliate of the contractor, any joint venture involving the contractor, any entity into or with which the contractor may merge or affiliate, or any other successor or assign of the contractor may not be eligible to participate as a prime contractor, subcontractor, consultant, joint venture, partner, or participant in any Government contracts, grants, partnerships, programs, or other agreements associated with this effort.

5.0 Proposal Requirements

5.1 Proposal Format. The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical proposal shall be in a separate and segregable document from the cost proposal. No cost information shall be in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor

escalation rates, indirect rates (fringe, overhead, G&A, Facilities Cost of Money, etc), and any consultants/subcontracts.

If available and applicable, the contractor should also provide in its cost proposal its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents. Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

5.3 Proposal Submission. The due date for receipt of proposals for this solicitation is no later than 2:00PM (Local Time) on Friday 23 September 2005. Proposals shall be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria. A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. Best value is the outcome of any acquisition that ensures the Government meets the customer's needs in the most effective, economical, and timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Past performance on earlier tasks under this and similar contracts
- (2) Proposed personnel
- (3) Management Plan and Technical Approach

Price/Cost Factors

- (4) Cost

The Government will make the determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both technical and cost factors. The offeror's technical capability (as measured by the technical factors) is equal to that of the cost factor.

In regards to the stated technical factors, factor 1 is of the greatest weight; factors 2 and 3 are equally weighted. Factor 4 is of equal value to all other technical factors. These three technical factors are cumulatively equal to the cost factor.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Post performance will be based on the Government's subjective

evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award. The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or before 01 October 2005. The anticipated start date for this order will be 01 October 2005.

7.0 Submission of Questions. Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments. Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

9.0 Point of Contact. The Point of Contact for this solicitation is Lynn Christian. She can be reached by email at christl@onr.navy.mil or by telephone at (703) 696-1575. The secondary point of contact is Vera M. Carroll. She can be reached by e-mail at carrollv@onr.navy.mil or by telephone at (703) 696-2610.

**Non-Disclosure Agreement Regarding Contractor Support
for the Office of Naval Research**

The undersigned individual, _____, agrees,
both in his personal capacity and as an employee of _____
as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.

- vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files